

CHAPTER 7

Responsible Party Option

At the time the Case Manager is assisting the parent/legal guardian with applying for EIBI services through the PDD Program, the Case Manager will determine the parent's/legal guardian's interest in the Responsible Party Option. If a parent/legal guardian expresses an interest in serving as the Responsible Party, the Case Manager will give them the document **Pervasive Developmental Disorder Program Responsible Party Enrollment Information (PDD Form 53)** and, document this decision in the child's record. Once the child is awarded a slot in the PDD Program, the Case Manager will take the parents through the Responsible Party Enrollment Process.

Participant-Direction of Services

The Pervasive Developmental Disorder (PDD) Program offers the participant's parent/legal guardian the opportunity to direct the participant's services with employer authority. Because all participants in the PDD Program will be minors, a Responsible Party (i.e. a parent or legal guardian) must be identified to act on behalf of the child participating in the PDD Program. Having employer authority means the Responsible Party has decision-making authority over the Line Therapists who provide Early Intensive Behavioral Intervention (EIBI) services.

Responsible Party Enrollment

A parent/legal guardian who desires to act in the capacity of Responsible Party must complete the Responsible Party Enrollment Process prior to assuming any duties. Once all required documentation is received by the Fiscal Agent from Jasper County Board of Disabilities and Special Needs, it will take approximately 3 to 5 working days to complete enrollment. The enrollment process includes the following provisions:

- Pre-Screening Assessment: The child's Case Manager is required to complete the **PDD Program Pre-Screening Assessment of Responsible Party (PDD Form RP 1)** for any parent/legal guardian interested in serving as a Responsible Party or any adult designated by the parent/legal guardian to serve in that capacity. Those serving in the capacity of Responsible Party must have no communication or cognitive deficits that would interfere with their representation of the child participating in the PDD Program. The parent/legal guardian or designated individual must meet the requirements set forth in the Pre-Screening Assessment to serve as the child's Responsible Party.
- Completion of the Responsible Party Enrollment Packet: The Case Manager will assist the parent/legal guardian or designated individual with completing the forms identified under the Responsible Party section of the **Checklist of Items Needed for PDD Program Responsible Party Option (PDD Form RP 2)**. The forms include:

1. SS-4 Application for Employer Identification Number
2. 8821 Tax Information Authorization
3. 2678 Employer/Payer Appointment of Agent
4. PDD Program Responsible Party Information Sheet (PDD Form RP 5)

Note: The parents/legal guardians or designated individual should be provided with both blank documents and completed document samples. The samples will provide an example of how to complete the forms correctly. The federal forms (e.g. SS-4, 8821, and 2678) have been “pre-filled” by Jasper DSN with information specific to Jasper who is acting as the Fiscal Agent for the PDD Program.

Once all documents are completed and returned to the Case Manager, the Case Manager will forward all documents to the Fiscal Agent at Jasper County Board of Disabilities and Special Needs.

The parent/legal guardian or designated individual who agrees to act as the Responsible Party and is screened in will be required to fulfill the following duties:

- Recruit Line Therapists: This may be accomplished by seeking referrals from family and friends, advertising in the local newspaper, posting notices at church, asking the EIBI provider, etc.
- Verify Line Therapists Qualifications: Utilize the **PDD Program Line Therapist Qualifications Checklist (PDD Form RP 15)** as a guide to what information the Line Therapist must submit to the Responsible Party to document their qualifications and, what information the Responsible Party must obtain from other entities prior to the Therapist being hired. Once the Responsible Party gathers this information, it will be submitted to the Case Manager who will check the information for accuracy and completeness and, forward it to Jasper County Board of Disabilities and Special Needs who is the Financial Management Services provider for the PDD Program Responsible Party Option.

Note: The Responsible Party must ensure that all information is verified and updated annually or as required on or before the Line Therapist’s anniversary of hire. Line Therapists with out dated information should be suspended until they are in compliance with all requirements.

- Hire Line Therapists: Ensure that all forms in the Line Therapist Enrollment Packet are completed . Once the Responsible Party gathers this information, it will be submitted to the Case Manager who will check the information for accuracy and completeness and, forward it to Jasper County Board of Disabilities and Special Needs.
- Supervise Line Therapists: Assure that the Line Therapist reports to work on time, completes assigned tasks and submits all paper work (e.g. charts, logs, graphs, etc.) as required per the child’s Treatment Plan.

- Determine Line Therapists duties consistent with the child's Treatment Plan developed by the EIBI Provider: This should be done with assistance from the EIBI Consultant. The Consultant will be responsible for conducting any training necessary.
- Develop work schedules for Line Therapists: These should be consistent with the plan developed by the EIBI Consultant and the Consultant should be informed as to what days and times each Therapist will be working. At no time should more than one Line Therapist be working with the child and, the hours scheduled/worked per week must not exceed the weekly hours that have been authorized for the child.
- Verify time worked by Line Therapists and approve time sheets: The Responsible Party should not sign the **PDD Program Responsible Party Line Therapy Daily Log (PDD Form RP 16)** if the information submitted is not accurate (e.g. tasks identified as completed but were not completed, hours recorded as worked but were not worked)
- Evaluate performance of Line Therapists: It is recommended that the Line Therapist's performance be evaluated at least every six months by the Responsible Party with input from the EIBI Consultant. Criteria might include reporting to work as scheduled, promptness and accuracy with submitting reports and other documents.
- Terminate Line Therapists: If a Line Therapist is terminated, the Responsible Party must immediately inform by phone the EIBI Consultant, the Case Manager and Jasper County DSN Board. The Line Therapist must receive confirmation of the termination by letter, copied to the aforementioned individuals and agency before the terminated Line Therapist can be replaced.

Line Therapist Enrollment and Authorization for EIBI Services

Individuals selected by a Responsible Party to provide Line Therapy services must complete the Line Therapist Enrollment Process and receive an authorization for services from the child's Case Manager prior to assuming any duties. Once all required documentation is received by the Jasper County Board of Disabilities and Special Needs, it will take approximately 5 working days to complete enrollment. The enrollment process includes the following provisions:

- Completion of the Line Therapist Enrollment Packet: The Case Manager will assist the Responsible Party and the selected Line Therapist with completing all forms identified under the Line Therapist section of the **Checklist of Items Needed for PDD Program Responsible Party Option (PDD Form RP 2)** and, assure that the below information is obtained. Once the Case Manager receives all completed forms and the **PDD Program Line Therapist Qualifications Checklist (PDD Form RP 15)** and its required documentation from the Responsible Party, the Case Manager will review the information to assure that all Line Therapists hired meet the requirements for their position. Once all information is verified, the Case Manager will forward all documents to the Jasper County Board of Disabilities and Special Needs.
 1. I-9 Employee Eligibility Verification
 2. W-4 Employee's Withholding Allowance Certificate

3. PDD Program Line Therapist Information Sheet (**PDD Form RP 8**)
4. Electronic Funds Transfer and Payroll Tax Deduction Authorization (**PDD Form RP 9**)
5. PDD Program Employee Payment Agreement (**PDD Form RP 10**)
6. PDD Program Line Therapy Responsibilities Agreement (**PDD Form RP 11**)
7. PDD Program Responsible Party-Directed Line Therapy Services Liability Statement (**PDD Form RP 12-A or 12-B**)
8. Copy of Social Security Card
9. Copy of Driver's License (If no driver's license submit a copy of an official State ID Card)
10. Copy of Voided Check
11. Completion of the **PDD Program Line Therapist Qualifications Checklist (PDD Form RP 15)**: All information must be verified prior to the Line Therapist working with a child and, information must be updated annually or as required on or before the Line Therapist's anniversary of hire. The **Line Therapist Qualifications Checklist** indicates that all Line Therapist must:
 - Be at least 18 years old and a high school graduate (**documentation required**)
 - Be able to speak, read and write English (**obtain verbal verification from Responsible Party**);
 - Current First Aid Certification (**must be renewed at least every three years prior to its expiration; any on-line training must conclude with an end of course face-to-face demonstration of proficiency facilitated by a currently credentialed First Aid Instructor.**)
 - Current CPR Certification (**must be renewed annually prior to its expiration; any on-line training must conclude with an end of course face-to-face demonstration of proficiency facilitated by a currently credentialed CPR Instructor.**)
 - Per DDSN policy **Criminal Record Checks and Reference Checks of Direct Caregivers (406-04-DD, see Index of PDD Program Forms)**. Any responses received that are considered adverse in the above policy would prevent employment. Per the policy, the following must be done:
 1. Must conduct a Federal Criminal Record Check
 2. Must obtain a written report from the Department of Social Services Child Abuse and Neglect Central Registry
 3. Must conduct a search on the website maintained by the Centers for Medicare & Medicaid Services List of Excluded Individuals/Entities
 4. Must obtain written reference checks from previous employers
 - Provide a copy of current, valid driver's license (**if no driver's license submit a copy of an official State ID Card**)

- PPD Tuberculin Test
- Authorization for Services: Once the Jasper DSN Board has completed the enrollment process, they will inform the child's Case Manager. Upon receiving this notification, the Case Manager will have two (2) working days to complete and submit the appropriate service authorization for the total number of Line Therapy hours awarded. Copies of the authorization will be sent to the Responsible Party, the Jasper DSN Board and DDSN Cost Analysis. If the child is receiving EIBI services through the PDD Waiver, the Case Manager will complete and submit the **Authorization for PDD Waiver Responsible Party Line Therapy Services (PDD Form RP 17)**. If the child is receiving EIBI services through the PDD State Funded Program, the Case Manager will complete and submit the **Authorization for PDD State Funded Responsible Party Line Therapy Services (PDD Form RP 18)**.

Financial Management Services

Financial Management Services (FMS) are mandatory and play an integral role in the Responsible Party Option. A governmental entity and/or another third-party entity must perform necessary financial transactions on behalf of the PDD Program participant. The entity contracted to provide FMS for the PDD Program Responsible Party Option is the Jasper County Board of Disabilities and Special Needs (JCBDSN). Payment made to JCBDSN for providing this fiscal service does not come from the participant's budget. The services provided by JCBDSN as the FMS entity will include but not be limited to:

- Assuring that all forms required for participation in the Responsible Party option have been submitted to include supporting documentation verifying that the Line Therapist's minimum qualifications and all required background checks have been completed.
- Reviewing submitted timesheets to verify accuracy and completeness (i.e. the hours recorded per day/week do not exceed the hours allowed/awarded; there are no errors in computation; all signatures, dates, times, and other required information is recorded).
- Processing submitted timesheets of Line Therapists for payment (**PDD Program Responsible Party Line Therapist Daily Log PDD Form RP 16**).
- Processing payroll, withholding, filing and payment of applicable federal, state and local employment-related taxes and insurance.
- Receiving and disbursing funds for payment of Responsible Party services per an agreement with the Department of Disabilities and Special Needs (DDSN).
- Providing other entities specified by DDSN with periodic reports of expenditures and the status of the Responsible Party budget.

Miscellaneous Information

- DDSN will furnish the Jasper County Board of Disabilities and Special Needs with a list of all children who have a Responsible Party. This list will contain the number of weekly hours authorized for each child. Jasper will be informed by fax and electronic correspondence when changes to the list occur (i.e. additions or deletions of participants, changes in authorized hours).
- In order for payroll to be processed in a timely fashion, each Line Therapist will be required to submit the **PDD Program Responsible Party Line Therapy Daily Log (PDD Form RP 16)** to the Jasper County Board of Disabilities and Special Needs bi-weekly. When the Line Therapist completes their two-week 14 day pay period, Sunday through Saturday, that timesheet log is due by the following Wednesday (e.g. the pay period runs from Sunday, January 6 – Saturday, January 19 and the timesheet is due by Wednesday, January 23). If the Log is not received by the due date, the Therapist will be paid the following pay period. If an unsigned or otherwise incomplete Log is received, the Therapist will be contacted by the Responsible Party or the Jasper County Board of Disabilities and Special Needs and asked to resubmit a completed Log. The Jasper County Board cannot cut special checks under any circumstances (i.e. those who are late in sending their logs, those who submit logs with errors, to reimburse parents who pay Line Therapist in advance).
- Line Therapists may mail the **PDD Program Responsible Party Line Therapy Daily Log (PDD Form RP 16)** to the PDD Fiscal Agent at: Jasper County Board of Disabilities and Special Needs, P.O. Box 747, Ridgeland, South Carolina 29936. The log may be sent by fax at (843) 726-9699.
- The Responsible Party is ultimately responsible for ensuring that hours are reported accurately on the **PDD Program Responsible Party Line Therapy Daily Log (PDD Form RP 16)**. If there is a discrepancy with the Log, someone from the Jasper County Board of Disabilities and Special Needs payroll office will call the Responsible Party to verify the information and/or make a decision as to the accuracy of the Log. Discrepancies will include but not be limited to:
 1. The total weekly hours worked exceed the total weekly hours authorized
 2. The cumulative Time In/Out hours are not consistent with the total weekly hours recorded
 3. The Log has not been signed by the Line Therapist
 4. The Log has not been signed by the Responsible Party
- Any hours recorded weekly that exceed the weekly hours authorized for the child will not be considered for payment during any pay period.
- Line Therapists with payroll questions should contact the PDD Fiscal Agent from the Jasper County Board of Disabilities and Special Needs at (843) 726-4499 ext. 225 or toll free at 1-800-498-9886.

- Line Therapists will be paid a set rate per hour less applicable taxes. The current amount is identified in the section Funding for EIBI Services found in chapter 14. Jasper County will be responsible for withholding these amounts.
- Therapy hours that are missed during a week shall not “roll over” or be carried forward as a balance to be used the following week or at any time in the future.
- Line Therapists are encouraged to contact the local DSN Board to determine the possibility of the Line Therapists receiving First Aid and CRP training through the Board if space permits. The cost of receiving this training through the local Board may be less than the cost of the same training offered through other venues. The contact information may be obtained from the individual acting as the Responsible Party or the child’s Case Manager. All cost related to this training will be the responsibility of the Line Therapist; however, the Responsible Party may be able to help defray some of the cost through the **Responsible Party Line Therapist Invoice** protocol.
- The Responsible Party must conduct the required background checks on each Line Therapist they desire to employ prior to the Therapist working. The Jasper County Board of Disabilities and Special Needs will reimburse the Responsible Party the cost of the background check, not to exceed \$75.00 per Line Therapist. In addition, the Responsible Party may elect to pay for First Aid and/or CPR for the Line Therapists not to exceed \$75.00 per class. The Responsible Party must submit to the PDD Fiscal Agent at the Jasper County DSN Board, the **Responsible Party Line Therapist Invoice (PDD Form RP 19)** and appropriate receipts confirming the completion of background checks and First Aid and/or CPR before reimbursement is made. The total reimbursement per year (i.e. a 365-day period) cannot exceed \$650.00 and the total reimbursement over the duration of EIBI services for a child cannot exceed \$1,950.00. Once the yearly limit of \$650.00 has been reached, no further reimbursement to the Responsible Party will be made and, all costs associated with conducting the required background checks will be borne by the Responsible Party.
- While family members/relatives can be hired as Line Therapists, state Medicaid Policy does not allow the following family members/relatives to be paid for providing care or services to Medicaid recipients under any circumstances:
 1. A parent of a minor Medicaid recipient
 2. A step parent of a Medicaid recipient
 3. A foster parent of a Medicaid recipient
 4. Any other legally responsible guardian of a Medicaid recipient
- If the Responsible Party Option is selected, all Line Therapists who provide EIBI services to the child must be employed by the child’s Responsible Party. The payroll structure will not support billing for EIBI services from two separate employers.